



## **CONFIDENTIALITY STATEMENT**

\_\_\_\_\_  
Print Name

### **Affiliation – Check One**

- Employee  
 Temporary Employee  
 Independent Contractor  
 Volunteer  
 Intern

Manna Fund and Manna Treatment ('MANNA') states that **all client and personnel information from any source and in any form, including paper records, oral communication, audio recordings, and electronic displays, is strictly confidential.** Access to confidential patient and personnel information is permitted only on a need-to-know basis within the confines of your responsibilities as an employee, temporary employee, independent contractor, volunteer, or intern ('Affiliate') of MANNA.

It is the policy of MANNA that all affiliates will respect and preserve the privacy and confidentiality of client and personnel information.

As an affiliate of MANNA, I agree to the following:

1. I have been provided with education explaining the HIPAA Rule pertaining to patient privacy and understand that I am responsible to complying with HIPAA Rule.
2. I will treat as confidential and privileged information all patient and employee information that I receive, either formally or informally during the course of my employment with MANNA.
3. I will not access client or employee information unless my job responsibilities require such access.
4. I will not disclose information regarding MANNA's clients or employees to any person or entity, other than as necessary to perform my job, or as may be required by law.
5. I will safeguard my computer password. If using the wireless network while on site at MANNA, I will use the secure MANNA network.
6. I will notify my supervisor if I believe my computer password, computerized files or electronic communications have been subject to unauthorized access.
7. I will not leave my personal computer unattended if confidential information can be accessed (i.e. I will log of or use a password protected screen saver).
8. I will not send an email or any other electronic communication containing confidential client information unless I am certain that the email address has been verified as the intended recipient.

965 OAKLAND ROAD, BLDG. 3, SUITE E, LAWRENCEVILLE, GEORGIA 30044  
OFFICE – 770.495.9775 FAX – 770.495.9745



If I am sending a group email to multiple clients, I will always send multiple email addresses as a “blind copy” so that client’s email addresses are protected from others.

9. I will not take client information from the premises of MANNA unless I can ensure that the information cannot be accessed by others.
10. Upon cessation of my employment or affiliation with MANNA, I agree to continue to maintain the confidentiality of any client, employee, or company information I learned while affiliated with MANNA.
11. I agree to turn over any keys, computers, or any other device that would provide access to MANNA or its information.

I understand that if I fail to comply with MANNA’s Confidentiality Statement, I will be subject to disciplinary action up to and including termination of employment or affiliation. In addition, I may be subject to applicable civil or criminal penalties or imprisonment imposed by any state or federal government agency that has jurisdiction over such issues.

I have read and agree to comply with the terms of the above statement.

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Signature

Date